

Fairfax County Retirement Systems

# Request an Estimate

**Employees' System** ☐  
www.fairfaxcounty.gov/retbrd/Osregist.htm

**Police Officers System** ☐  
www.fairfaxcounty.gov/retbrd/policerereg.htm

**Uniformed System** ☐  
www.fairfaxcounty.gov/retbrd/uniformedregist.htm

**Please Note:** You may request an estimate if you are one year or less from your earliest retirement date. If you are more than one year from your earliest retirement date you will receive a copy of your Annual Benefit Statement from June 30. Please visit the Retirement Agency internet site to "Do Your Own Estimate" if you would like to use variable retirement dates and salary information. For information on retirement training workshops, please visit [www.fairfaxcounty.gov/retbrd/ret\\_training.htm](http://www.fairfaxcounty.gov/retbrd/ret_training.htm). Please be aware that workshops fill quickly – please apply approximately 3 months prior to the date you hope to attend.

Full Name: \_\_\_\_\_

Agency/Job Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Age at Present: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Specify retirement date to be used in estimate: \_\_\_\_\_, **OR** check the appropriate box  
☐ first date eligible for regular service retirement **OR** ☐ first date eligible for early service retirement ☐

\* **Please note:** All estimates are based on current information at the time the estimate was generated. You will be provided with an estimate for ONE retirement date. **If you request multiple dates, only the first date will be used to calculate your benefit.** Please see complete policy for estimate requests on the reverse (page 2).

I have some part-time service? Yes ☐ Dates: \_\_\_\_\_

Break(s) in service? Yes ☐ Dates: \_\_\_\_\_

\_\_\_\_\_

**For information on Optional Joint & Last Survivor Option, fill out the following:**

Name of Spouse: \_\_\_\_\_ Date of Birth of Spouse: \_\_\_\_\_

\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form to:  
**Fairfax County Retirement Administration Agency**  
10680 Main Street, Suite 280, Fairfax, VA 22030-3812  
Fax: 703-273-3185 Phone 703-279-8200

## Retirement Agency Policy on Benefit Estimate Requests – All Systems

The Retirement Agency's policy is to provide an estimate of retirement benefits to individuals having less than one year before they are eligible for early retirement. Employees who are **within one year of their early retirement eligibility date** may request an estimate of their retirement benefits using an "Estimate Request" form. This form is available at the Retirement Agency website, may be picked up from our office, or you may request a form be faxed or mailed to you.

Retirement benefit figures will be calculated using any sick leave balance or leave without pay balances within that employee's record. **Individuals are limited to one request for an estimate in the calendar year.** You may choose ONE date for us to calculate your benefit OR you may check the box for earliest eligibility for regular retirement. If you write down multiple dates, only the first date listed will be used to do your calculations.

If you are not within one year of retirement eligibility, you can use our website services to get an approximate estimate of your retirement benefits.

**The "Do Your Own Estimate" internet-based program can be found at [www.fairfaxcounty.gov/retbrd](http://www.fairfaxcounty.gov/retbrd) under the Retirement System in which you are a member**

The Retirement website allows members to work up their own projections, based on individual assumptions of salary increases and variable retirement dates. Members can adjust their projected retirement date to account for sick leave balances and leave without pay balances. Please check PRISM or check with your payroll contact at your agency to verify your sick leave and leave without pay balances.

If you are using your current sick leave balance to determine when you can retire, remember that every 172 hours of sick leave equates to one month of service. You can visit the Retirement Agency internet site at [www.fairfaxcounty.gov/retbrd](http://www.fairfaxcounty.gov/retbrd) for more information on how sick leave can affect your retirement eligibility. A series of Fact and Tip Sheets that address frequently asked questions of members regarding sick leave credit and other subjects is available on the Retirement Agency website at [www.fairfaxcounty.gov/retbrd/FAQ.htm](http://www.fairfaxcounty.gov/retbrd/FAQ.htm).

Full-time members of the County Retirement Systems receive an "Annual Benefit Statement" once per year (normally in late August). Statements are mailed to members who were active in one of the three Retirement Systems as of June 30 of that year. The Annual Benefit Statement program does not account for sick leave, leave without pay (LWOP) or breaks in service, all of which would have an impact on the actual retirement benefit, should a members' record reflect any of those items. To request a more detailed estimate from the Retirement Agency, that will take these factors into account and can also give information on a Joint and Last Survivor option, a written request is required. These requests are limited to once per calendar year and are only provided to those members who are determined to meet the "within one year" criteria.

All requests for estimates must be in writing on an "Estimate Request" form from the Retirement Agency. Completed request forms can be faxed or mailed to the Retirement Agency. Once your estimate request is received and your retirement eligibility date is verified, your estimate will be calculated and mailed to your home address within approximately three weeks. This request form is available for download at [www.fairfaxcounty.gov/retbrd/estimateform.pdf](http://www.fairfaxcounty.gov/retbrd/estimateform.pdf).

If you have difficulty understanding your annual benefit statement or your retirement benefit estimate, please refer to your Fairfax County Retirement System Handbook. A copy of this document can be downloaded from [www.fairfaxcounty.gov/retbrd](http://www.fairfaxcounty.gov/retbrd) within **your System pages** under "Handbooks" – click on "Active Employee Retirement Handbook" or you can request a handbook by calling the Retirement Agency at (703) 279-8200. The Retirement System Handbook is your best resource for examples and information regarding your retirement benefit.